Application for Dental Hygiene l Licensure by Credentials

GEORGIA BOARD OF DENTISTRY
237 Coliseum Drive
MACON, GA 31217
Phone (478) 207-2440
Fax (866) 888-1308
www.sos.ga.gov/plb/dentistry

Please read the instructions carefully and be familiar with the laws and rules governing the practice of dental hygiene in the State of Georgia. Visit our website for information.

The Board cannot process incomplete applications. If any item is missing, incomplete or incorrect, your application cannot be reviewed by the Board. Please review the application before you submit it to ensure that all information and documentation is complete and correct. Incomplete applications result in delayed processing and are void after one year.

The \$1000 application fee may be paid by personal checks or money order made payable to the order of Georgia Board of Dentistry. <u>APPLICATION FEES ARE NON-REFUNDABLE AND NON-TRANSERABLE</u>. Checks returned for insufficient funds will be assessed a \$40 service charge pursuant to O.C.G.A.§ 16-9-20

- **1. NOTARIZED APPLICATION:** accompanied by the appropriate fee. Your application will not be processed unless the fee and all supporting documents are received. If licensure is granted, the license will be required to be renewed by the last day of December in ODD numbered years, regardless of when you were originally licensed. The licensure process could take up to a minimum of <u>30 days</u> after submission of a completed application. Plan your application time accordingly.
- **2. APPLICABLE LAWS AND RULES:** O.C.G.A. § 43-11-71.1 and Board Rule 150-7-.05 give the specific requirements for provisional licensure by credentials. These laws and rules may be found on the board's website at www.sos.ga.gov/plb/dentistry.
- **3. LICENSE VERIFICATION: Official license verification** for **every** dental hygiene license **ever** held. Each verification must indicate the date of licensure, the licensure status (active, inactive, expired, revoked, etc.) standing of license, any disciplinary charges made against you by the licensing board and the result of these actions. The applicant must provide a copy of the formal complaint/pleading, outcomes, and a personal written explanation for each instance of discipline. You should call each state board about fees for these services. The verification <u>must</u> be submitted with your application IN THE <u>ORIGINAL SEALED ENVELOPE</u> FROM THE BOARD OF EACH STATE, and must be <u>dated within four months</u> of Board receipt of your application.

- **4. OFFICIAL TRANSCRIPT** which documents graduation and degree achieved from a dental hygiene school and/or dental hygiene program which is accredited by the American Dental Association Commission on Dental Education. The transcript must be IN THE <u>ORIGINAL SEALED</u> ENVELOPE FROM THE COLLEGE. Georgia laws 43-11-71 and 43-11-71.1 require graduation from an ADA accredited school
- **5. NATIONAL BOARD SCORES** from the ADA Joint Commission on National Dental examinations. The ADA (1-800-621-8099) will send a copy of National Board scores to state licensure boards only. If you ask the ADA to send our board a copy of your National Board scores, so indicate in your application packet. **DO NOT SUBMIT THE NATIONAL BOARD CERTIFICATE. NATIONAL BOARD SCORES MUST COME DIRECTLY FROM THE NATIONAL BOARD TO OUR OFFICE**
- 6. CLINICAL EXAMINATION: Certification that the applicant has successfully passed a clinical examination that is approved by the Board. *** IMPORTANT *** Clinical scores MUST be broken down by section, with a score for each of these sections. All candidates must have taken and passed a clinical examination with a score of 75 or greater on all sections of the examination.
- **7. JURISPRUDENCE EXAMINATION:** The examination must be downloaded from the web-site. The laws and rules are also on our website. The fee for this examination is \$25.00, payable to the order of **Georgia Board of Dentistry.** Law examination fees are non-refundable. **A score of 75 or higher is considered a passing score.**
- **8 NATIONAL PRACTITIONER DATA BANK:** To obtain a self query from the NPDB-HIPDB, please visit www.npdb-hipdb.com or call the Customer Service Center at 1-800-767-6732.

If the National Practitioner Data Bank(NPDB) report provides any disciplinary action, certified copies of any pending or final disciplinary actions or malpractice actions against applicant must be submitted. All applicants must submit a NPDB report along with the completed application. The NPDB report must be dated within four months of the submission of the application. The ONLY applicants exempt from the requirement of NPDB report submission are those applicants within 6 months of dental school graduation and/or those who have never been issued a dental license in any state or U.S. territory. The NPDB report must be received in the ORIGINAL SEALED ENVELOPE FROM NPDB. Applicants who have disciplinary or malpractice case(s) (open & closed) will be considered for licensure on a case- by-case basis, after receipt of all required application materials. For each case, the applicant must submit:

- 1) a copy of the formal complaint pleadings filed by the plaintiff/complainant or State Regulatory Agency,
- 2) a copy of the final action, disposition, or settlement,
- 3) a personal explanation of the disciplinary action or the malpractice claim, and
- 4) any further information requested by the Board in separate communications.

- **9. COPY OF COURT DOCUEMNTS OR AFFIDAVITS** explaining any discrepancies of the applicant's name if documents submitted bear different name(s).[i.e. marriage certificate, divorce decree, legal name change]
- **10. CPR:** A photocopy of current CPR certification in compliance with Board Rule 150-3-.08.
- 11. EMPLOYMENT AFFIDAVIT: An affidavit from the applicant stating employment for the two years immediately preceding application:
 - (A) The dates and locations where the applicant has practiced dental hygiene; and
 - (B) The applicant has been in full time clinical practice of a minimum of 1000 hours per year in the hands on treatment of patients. Training programs do not qualify as full time clinical practice. Please note that the practice requirement cannot be waived as it is required by law.

<u>ALL</u> dental hygiene licensure by credential applications <u>MUST BE APPROVED</u> by the Board.

Upon receipt of the license, the applicant by credentials must establish active practice in this state within two years of receiving such license or the license shall be automatically revoked.

Relocation: If you relocate during the time that your application is being processed, you **must** notify the Board of your new address in writing by fax (866) 888-1308 or mail. This will enable you to receive Board correspondence.

Listing of States accepted for **Provisional Licensure by Credentials Dental and Dental Hygiene**

Alabama West Virginia Wisconsin Alaska Arkansas Wyoming

Arizona

Connecticut

Colorado *Information Pending

Delaware **Yes, provided completion of a clinical licensing

examination and not PGY1. Idaho

Illinois Indiana Iowa

States not accepted for Provisional Kansas Licensure by Credentials – Dental and Kentucky **Dental Hygiene***** Louisiana

Maine

Maryland California Massachusetts **District of Columbia** Michigan

Florida Minnesota Mississippi Hawaii Missouri Nebraska Montana **New Jersey** Nevada **New Mexico** New Hampshire

New York **Puerto Rico North Carolina Virginia

North Dakota Ohio Oklahoma

South Dakota

***Please refer to Georgia Rule 150-7-.04 and Oregon O.C.G.A.§ 43-11-41 dentists and Georgia Rule Pennsylvania 150-7-.05 and O.C.G.A.§ 43-11-71.1 dental Rhode Island **hygienists**

South Carolina

Please note all application fees are non-refundable Tennessee and non-transferable. Texas

Utah This list is subject to change and will be updated on Vermont an as needed basis. Virgin Islands

Virginia Acceptance of hygienists ONLY Washington



Do Not Write In This Section: Receipt#:	
Amount: Applicant #:	
Initials/Date:	

Board Name: Georgia Board of Dentistry

Address: 237 Coliseum Drive Address: Macon, GA 31217 Telephone #: (478) 207-2440 Fax #: (866) 888-1308

Website: www.sos.ga.gov/plb/dentistry

Application For: Dental Hygiene License by Credentials

Obtained By Method – Credentials \$1,000 Total Non-Refundable/Non-Transferable Application Fee Checks returned for insufficient funds will be assessed a \$40 service charge pursuant to O.C.G.A.§ 16-9-20

<u>DISABILITY</u>- If you have a disability and may require an accommodation, you must contact the Board to obtain the REQUEST FOR DISABILITY ACCOMMODATIONS GUIDELINES.

<u>VETERANS PREFERENCE POINTS</u>- Veterans may be eligible for special benefits in testing. For more information, contact the Board office. <u>Submit copy of DD-214 with your application.</u>

Part I: Personal Information

	Last	First	Middle		Maiden
Name as shown on exam records or	transcripts (i	f different)			
. Social Security Number*:		Last	First 3. Date of Birth		Maiden
. Physical Address:					
(Street)		(Apt. #)			(P.O. Box not acceptable)
. Mailing address (if different):					
(Street)	(Apt. #	(*)	(City/State/Zi	p Code)	
f you are granted a license, your no	ame, mailinį	g address and licen	se number are pi	ıblic info	rmation.
E-Mail Address:nird parties.			You	r e-mail a	ddress will not be released
. Telephone #: Home: ()	Wo	ork ()	Other ()		
		Dates of Servi	ce:		

copy of registration card.

Part II: Professional Education
9. Highest Degree Earned:DoctorateBachelorAssociate
10. Name/Address of Entry Level Professional Institution (e.g. technical school, undergraduate college/university):
a. Dates Attended: c. Graduation Date: b. Major: d. Degree(s) Earned:
11. Name/Address of dental hygiene School/University: a. Dates Attended: c. Graduation Date: b. Major: d. Degree(s) Earned:
12. Name/Address of Post-Graduate School/Hospital (if applicable): b. Dates Attended:
13. National Board Information:
I understand that it is my responsibility to see that a copy of my scores be mailed from the Joint Commission on National Dental Examinations directly to the Board. For your convenience, the number is: 1-800-621-8099.
Signature of Applicant
14. National Practitioners Data Bank/Healthcare Integrity and Protection Data Bank The Georgia Board of Dentistry requires all candidates for licensure to query the NPDB/HIPDB before licensure will be granted: You may contact the NPDB/HIPDB by calling: 1-800-767-6732 or by submitting your query online at: www.NPDB.com . (When you receive the RESPONSE from the NPDB/HIPDB please forward the information to the Board office along with your completed application). If you are a recent graduate (within the past six months) and not licensed in any other state, you are exempt from this requirement.
Part III:
If yes to any of the following questions you must attach a full written explanation pertaining to that particular question.
15. Do you presently have any contagious or infectious disease? □ Yes □ No
16. Have you ever had a formal complaint filed against you with any dental or dental hygiene society, association, hospital, dental board? ☐ Yes ☐ No
17. Has any state licensing board revoked or suspended your certificate/license, or taken other disciplinary action? \square Yes \square No
18. Have you ever voluntarily surrendered a dental license, a controlled substances registration, or DEA registration? ☐ Yes ☐ No
19. Have you ever had any malpractice suits filed against you? □ Yes □ No
20. Have you ever been denied issuance of or, pursuant to disciplinary proceedings, refused renewal of a license by any boar or agency in Georgia or any other state? ☐ Yes ☐ No
21. Have you ever been denied the privilege of taking an examination before any Dental Board or licensing authority? \square Y \square No

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22. Have you ever failed an examinat □ Yes □ No	tion required of any Dental Board or oth	ner licensing authority?
23. Have you failed a portion of any regional or state clinical examination? If yes, give dates (list regional or state)	? □ Yes □ No	ADEX, SRTA, WREB, CITA, or any other
If you failed this exam three (3) or m CITA, or any other regional or state b		y from CRDTS, NERB, ADEX, SRTA, WERB,
24. Have you ever been refused, or so ☐ Yes ☐ No	uspended from membership in a dental	hygiene society, or association, or hospital staff?
	arcotics or alcohol excessively or have or habit-forming substances? ☐ Yes	you ever undergone treatment for addiction to ☐ No
guilty to, or pled, nolo contender to, a (excluding minor traffic violations), (violation of any law or ordinance or the	onvicted or tried for, or charged with, or pled e commission of any felony or misdemeanor tions), or have you been requested to appear No
answer to this question). If yes, for ea	ach occurrence furnish a written statemename and nature of the offense, the name	of court, it nevertheless must be disclosed in your ent giving the complete facts in your own words, he and locality of the court, and the disposition of
27. Out of State Licensure Certific	ration(s):	
		ygiene: (active, inactive, revoked, suspended, etter of licensure verification/certification. See
<u>STATE</u>	DATE OF LICENSURE	LICENSE STATUS



Part IV:

28. AFFIDAVIT OF APPLICATION

I acknowledge and state that I have read the Application and Instructions that accompanied this application and I have answered all questions in compliance with these instructions. I acknowledge that it is my responsibility to read and become familiar with the Dental Practice Act and the Board Rules.

I further state that by submitting this application for a license to practice dentistry/dental hygiene in the State of Georgia, I hereby authorize and consent to have an investigation made as to the moral character, professional reputation and fitness for the practice of dentistry/ dental hygiene. I agree to give any further information in which may be required in reference to my past record. I understand that I will not receive a copy of the report or know its contents and I further understand that the contents of the investigative report will be privileged unless determined otherwise by the Board of Court Order.

I hereby authorize the Georgia Board of Dentistry to receive any criminal history record pertaining to me, which may be in the files of any state or local criminal justice agency in Georgia or any other State or Territory.

I authorize and request every person, hospital, clinic, community, governmental agency (local, state, federal or foreign), court, association, institution, or other organization having control of any documents, records and other information pertaining to me, to furnish to the Georgia Board of Dentistry any information, including documents, records, regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data and to permit the Georgia Board of Dentistry or any of its agents or representatives to inspect and make copies of such documents, records and other information, in connection with this application, subsequent licensure or practice thereunder.

I hereby release, discharge and exonerate the Georgia Board of Dentistry, its agents or representatives, and any person so furnishing information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records or other information or the investigation made by the Georgia Board of Dentistry. I authorize the Georgia Board of Dentistry to release information, material, documents, orders or the like relating to me or to this application to any other State or Territory of the United States or Province of Canada, a law enforcement agency, a hospital or other appropriate agencies as determined by the Board.

I, the undersigned, do hereby affirm under penalty of perjury that all statements made and information contained in this application are true and correct to the best of my knowledge and belief. Further, I consent to a thorough investigation of my employment record and other information that may be necessary to verify my qualifications to practice. I understand that any final disciplinary action that may ever be taken against my license, if it is granted, would be provided to a national disciplinary reporting system and that my Social Security number would be a part of that report.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) Verifiable Docu application.	I am a United States citizen 18 years of age or older. Please submit a copy of your current ument(s) such as driver's license, passport, or document as indicated on pages 14 & 15 of t	
2)	I am not a United States citizen, but I am a legal permanent resident of the United States 18 years.	ears of age or
older, or I am a c	qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of	f age or older
with an alien nur	umber issued by the Department of Homeland Security or other federal immigration agency. Pl	lease submit a
copy of your cu	arrent immigration document(s) which includes either your Alien number or your I-94 number	mber and, if
needed, SEVIS		,

In making the above attestation, I understand that any failure to make full and accurate disclosures may result in disciplinary action by the Georgia Board of Dentistry and/or criminal prosecution. This is to certify that the foregoing information is true and correct to the best of my knowledge.

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SIGNATURE PAGE FOR AFFIDAVIT OF APPLICATION

Signature of Applicant	
D .	(PHOTOGRAPH)
Date	Please attach recent photograph
(Print Name Above)	
CountyState	
	who executed the above application for license to practice dentistry/dental statements herein contained are true in every respect and that the attached
Notary	Public
	Notary: Do not notarize this section unless photograph is attached.
Sworn to and subscribed before me this da	ay of
(SEAL) My Commission Expires	

Part V: MALPRACTICE QUESTIONNAIRE

Name of Dental Hygienist	Business Telephone
Address	City, State, ZIP
MALPRACTICE CHARGES/ALLEGATIONS: Include of occurrence and location (include address).	name of patient, age, sex, date
List names of other dental hygienists and/or physicians:	
DISPOSITION: Pending Settled If settled, provide Settlement Date Testal Settlement Amount	U
Amount Attributable to you: In Cour	
The Board requires that you furnish documentation of the about the insurance company or attorney to the above address. Such include plaintiff's complaint, settlement agreement, and/or company or attorney to the above address.	h documentation should
Signature	Date

COMPLETE ONE QUESTIONNAIRE ON EACH MALPRACTICE SUIT YOU MAY DUPLICATE THIS FORM.

If not, applicable, please write (N/A), sign and return with completed application.

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Part VI: STATE LICENSURE CERTIFICATION

state in which you are now or he may be reproduced as necessal		ised to practice o	lental hygiene.	This form
TO: Board of Dentistry				
I am applying for licensure and form in order that my applicati I am giving my consent to the review in considering me for li	on for licensur release of any i	e may be conside	ered. By signin	g this form,
My license Number basis of ()State Board Exam, Credentials, () other	() Reciprocity			
Applicant's Full Name	(print or type)	A	ddress	
Signature		City	State	ZIP
This section to be completed by Please return this form directly Dental Hygiene License Numb	ly to the applic	ant in a sealed e	nvelope.	
was issued	d on	to		
Is license current and in good		Li	icensee	
Has any disciplinary action evYes*No , *If y * Please provide complete deta	ves, please atta	nch disciplinary	documents.	
Signature			Date	
Title			(BOARD	SEAL)

TO THE APPLICANT: Please complete the top section of this form and mail to each

Licensing Board	
Part VII:	
GEORGIA BOAR	D OF DENTISTRY
	DAVIT L LICENSURE BY CREDENTIALS
This form must be completed, signed, notarized and return	ned with the application packet.
For the two (2) years immediately preceding my applituhe following locations:	ication for licensure by credentials, I have practiced at
Location (COMPLETE ADDRESS)	Dates of Employment
I have been in full time clinical practice of a minimum patients.	n of 1,000 hours per year in the hands-on treatment of
	Signature
	Date

Affirmed to and subscribed before me this ______ day of ______, 20_____.

My commission expires _______, 20______.

Notary Public

(Official Seal)



OFFICE OF SECRETARY OF STATE PROFESSIONAL LICENSING BOARDS DIVISION 237 Coliseum Drive Macon, Georgia 31217 (478) 207-2440

CONSENT FORM

I hereby authorize the Georgia Board of Dentistry ("Board") to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name	e (Print)					
Physical Address (P.O. Boxes NOT Accepted)						
City, State,	City, State, Zip					
Sex	Race	Date of Birth	Social Security Number			
☐ This a☐ I,		for 90/180/ (circle o	one) days from date of signature. give consent to the Board to cks for the duration of my			
Signature of	f Applicant		e			
Special lices	nsure provisions (ch	eck if applicable):				
Worki	ng with mentally di ng with elder care ng with children	sabled				

APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

